



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890606-01

| FOR AGENCY USE  |  | FOR RECORDS MANAGEMENT USE  |                                  |
|---|--|---|----------------------------------|
| Application Date  | 1. Agency Address<br>Office of the Secretary of State<br>Georgia Real Estate Commission<br>Suite 500 - Sussex Place<br>148 International Boulevard<br>Atlanta, Georgia, 30303-1734 | Application Number  | 90-001                           |
| Application Number  |  | Date Received   | Date Completed                   |
|   |  | NOV - 6 1989  | FEB 28 1990                      |
| 2. Person to Contact<br>Durward L. Forbes   |  | Working Title<br>Time-Share Specialist  | Telephone Number<br>404-656-6738 |
| 3. Action Requested<br>a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void   |  |   |                                  |
| 4. Dates of Series<br>Earliest<br>1982  |  | 5. Records Series Title (followed by title used in office, if different)<br>"to date" Application for reinstatement of lapsed license |                                  |
| 6. Division and Office Function<br>What is the function of the Division and the Office in which this record series is created?<br>The Georgia Real Estate Commission regulates the issuance and reissuance of licenses to real estate brokers, associate brokers, and salespeople, additionally establishing rules and regulations relating to the professional conduct of the real estate licensees in the state of Georgia.<br><br>The Licensing Section is responsible for processing applications submitted for issuance, reinstatement, activation, inactivation, surrender, and transfer of license.  |  |   |                                  |
| 7. Record Series Description<br>This file contains the following documents (include form numbers and titles, if any):<br>Attach samples of the file.<br><br>Documents relating to: Licensed salesperson or broker's fee requirement, educational requirement, lapse date, brokers name, realty company name, and legal statement all mandatory for reinstatement.<br>Included are: Application For Reinstatement of Lapsed License (due solely for nonpayment of fees), Education certificate, Envelope with Post Mark Date, and computer history printout.<br><br>Application For Reinstatement of Lapsed License (due solely for failure to meet educational requirements), Education Certificate, envelope with Post Mark Date, and computer history printout.<br><br>File is arranged: By type of statement (nonpayment of fees, nonperformance of educational requirements) & thereunder Alphabetically by name of licensee. |  |   |                                  |
| 8. Monthly Reference Rate<br>How often are records referred to which are:<br>One to six months old <u>3</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?   |  |   |                                  |
| 9. Annual Rate of Accumulation of Records<br>Letter-size drawers _____; Legal-size drawers <u>1</u> ; Shelves _____; Other (specify) _____  |  |   |                                  |

|    |  |
|----|--|
| XX | a. Is this the official copy of the series?<br>If not, where is it?  |
| XX | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.                                     |
| XX | c. Is this a vital record?   |
| XX | d. Does this series have historical or long term research value?   |
| XX | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| XX | f. Is the information contained in this series ever published? If yes, attach copy.  |
| XX | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.                            |
| XX | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?  |
| XX | i. Is this series (or a major portion of it) regularly microfilmed?  |
| XX | j. Does the record series result in a computer printout? Entry on reinstatement is added to data base  |

# 11. Retention Requirements

The following requires the series to be kept:

|                          |                  |                                   |                  |
|--------------------------|------------------|-----------------------------------|------------------|
| a. State Law             | <u>0</u> years.  | d. Audit period                   | <u>0</u> years.  |
| b. Statute of limitation | <u>10</u> years. | e. Administrative need            | <u>11</u> years. |
| c. Federal law           | <u>0</u> years.  | f. Federal retention instructions | <u>0</u> years.  |

Attach copy or excerpt of laws or regulations. Explain administrative need. O.C.G.A. §43-40-12(h) allows 10 years as a reasonable time before requiring licensee to update real estate knowledge by retaking pre-license courses and reapplying for license as an original applicant. The commission is in agreement with this point of view and feels that the retention period should be commensurate with the applicable law. O.C.G.A. §43-40-12(h); House Bill 340.(43-40-6)

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 10 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

|   |                 |  |                 |
|---|-----------------|--|-----------------|
| Agency Head/Designee (Signature)  | Date            | Records Management Officer (Signature) | Date            |
| <i>[Signature]</i>  | <u>10-30-89</u> | <i>[Signature]</i>                     | <u>10-31-89</u> |
| 890606-01 ***See page 3 for signatures  |                 | State Records Committee (Signature)    | Date            |
| Recommendations in paragraph 12 are approved.<br>(If disapproved, attach letter of explanation.)<br><u>90-001</u> |                 |  |                 |
| State Auditor/Designee  |                 |  |                 |
| Secretary of State/Designee   |                 |  |                 |
| Attorney General/Designee   |                 |  |                 |

(Reverse Side)

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**STATE RECORDS COMMITTEE**  
**RECORDS RETENTION SCHEDULE APPLICATION**

**SIGNATURE SHEET**

Sheet 3 of 3

Schedule # 90-001

Date Approved FEB 28 1990

Application # 890606-01

**APPROVED**

**DATE**

Governor/Designee:

*W. H. Roper*

*2-13-90*

Commissioner,  
Administrative Services/Designee:

*Larry Clark*

*2-28-90*

State Auditor/Designee:

*W. H. Roper*

*2-13-90*

Secretary of State/Designee:

*Edward Weldon*

*8 Feb 1990*